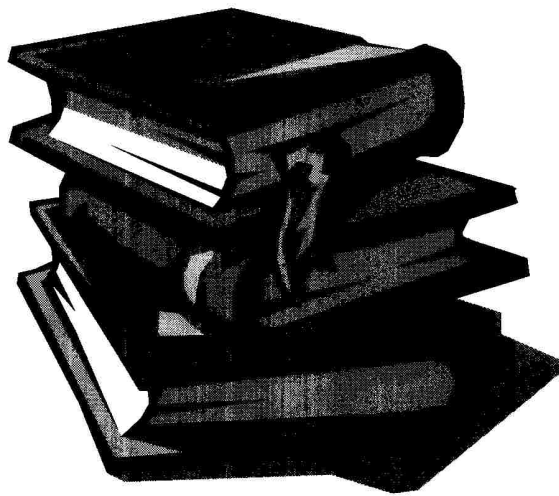


**JANUARY, 2015
ASSESSOR'S CONFERENCE
PERSONAL PROPERTY
RESOURCE MATERIALS
PACKET**



March 1, 2015

IC 6-1.1

ARTICLE 1.1. PROPERTY TAXES

IC 6-1.1-1

Chapter 1. General Definitions and Rules of Construction

IC 6-1.1-1-1

Applicability

Sec. 1. The definitions and rules of construction contained in this chapter apply throughout this article unless the context clearly requires otherwise.

(Formerly: Acts 1975, P.L.47, SEC.1.)

IC 6-1.1-1-1.5

"Assessing official"

Sec. 1.5. (a) "Assessing official" means:

- (1) a township assessor (if any);
- (2) a county assessor; or
- (3) a member of a county property appeals.

(b) The term "assessing official" means a county property tax assessor performing the functions except as may be provided by law.

As added by P.L.41-10

P.L.6-1997, SEC.7

IC 6-1.1-1

"Assessing official"

Would you like to find the Indiana Codes concerning personal property? Here's how ...

Go to: www.in.gov/dlegf

→ Click on: Legislation & Policy Information

→ Click on: Indiana Code & Administrative Code

→ Click on: Indiana Code

→ Click on: Title 6 Using This Drop-Down Box


Select a Title...

→ Click on: Article 1.1 Using This Drop-Down Box

Select an Article...

→ Scroll Down & Click on: Chapter 3 Using This Drop-Down Box

Select a Chapter...

→ Click On This Icon To Download The File: 

ARTICLE 4.2. ASSESSMENT OF TANGIBLE PERSONAL PROPERTY

NOTE: Reinstated by IC 6-1.1-3-22, effective July 1, 2003.

Rule 1. Administration; Procedure

50 IAC 4.2-1-1 Primary definitions (Repealed)

Sec. 1. (Repealed by Department of Local Government Finance; filed Feb 26, 2010, 2:43 p.m.: 20100324-IR-050090576FRA)

50 IAC 4.2-1-1.1 Primary definitions

Authority: IC 6-1.1-31-1

Affected: IC 6-1.1-1-11

Sec. 1.1. (a) The definitions in this section apply throughout this article.

(b) "Assessed value" or "valuation" means an amount equal to the true tax value of property rounded to the nearest ten dollars (\$10).

(c) "Assessing official" means a:

- (1) township assessor, if any;
- (2) county assessor; or
- (3) member of a county property tax assessment board of appeals.

(d) "Assessment date" means March 1.

(e) "Construction in process" means tangible personal property not placed in service. The term includes tangible personal property that has not been depreciated and is not yet eligible for federal income tax depreciation under the Internal Revenue Code. The term does not include inventory, special tools, leased property, or returnable containers.

(f) "Critical spare parts" means parts that are maintained for possible future replacement of parts in use in operating equipment. Critical spare parts are maintained on-site, sometimes for a considerable period of time, to avoid a disruption of production if replacement of a failed part cannot otherwise be made immediately.

(g) "Depreciable personal property" means all personal property that is used in a trade or business, used for the production of income, or held as an investment that should be or is subject to depreciation for federal income tax purposes, except to the extent that property is treated otherwise in this article.

(h) "Filing date" means the May 15 date on which every person owning, holding, possessing, or controlling tangible personal property with a tax situs within the state of Indiana as of March 1 of any year is required to file a personal property tax return unless an extension of time to file is obtained. If the filing date falls on a Saturday, a Sunday, a national legal holiday recognized by the federal government, or a statewide holiday, the next succeeding business day that is not a Saturday, Sunday, or federal or state holiday becomes the filing date.

(i) "Inventory" means:

- (1) materials held for processing or for use in production;
- (2) finished or partially finished goods of a manufacturer or processor;
- (3) property held for sale in the ordinary course of trade or business; and
- (4) items that qualify as inventory under 50 IAC 4.2-5-1.

The term excludes items that are or should be subject to federal tax depreciation and that are ~
property tax purposes at cost per 50 IAC 4.2-2-2 in Pool 1 (50 IAC 4.2-4-5) including re~
games held for rent; and equipment held for rent that is fully expensed in its first ~

(j) "Nonsubstantial compliance" means a tax return that:

- (1) omits five percent (5%) or more of the cost per books of the tax ~
for which a return is filed;
- (2) omits leased property and other nonowned pers~
property exceeds five percent (5%) of the total
- (3) is filed with the intent to evade pers~

(k) "Original personal property return" ~

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3761
FAX (317) 232-8779

TO: Assessing Officials
FROM: Barry Wood, Assessment Division Director *JBW*
RE: Abnormal Obsolescence (Personal Property) Frequently Asked Questions
Date: April 19, 2011

As a follow-up to the March 25, 2011 conference calls on abnormal obsolescence for personal property, listed below are some frequently asked questions:

I am a new assessor. How is abnormal obsolescence claimed on the return?

Abnormal obsolescence is claimed on Line 65 of the Form 103-Long or on Line 61 of the Form 102. A taxpayer calculates the true tax value and then claims this adjustment if he believes he is entitled to it.

How is the adjustment calculated?

50 IAC 4.2-9 provides the definitions of both "Normal Obsolescence" and "Abnormal Obsolescence" and addresses the allowance of the adjustment. 50 IAC 4.2-4-8 covers the calculation of the adjustment and includes two examples. Note that both examples require the establishment of the net realizable value (or market value) of the affected asset.

What if the taxpayer never establishes what the "net realizable value" is but simply develops to reduce the true tax value?

An adjustment that does not establish a net realizable value should be scrutinized and be given on whether to approve or deny the claimed adjustment. See the Department memorandum for examples of calculations that are not in compliance with http://www.in.gov/dlgf/files/090821_-_Wood_Memo_-_Abnormal_Obsolescence_and_Personal_Property_Assessment.

Should an assessor simply deny all adjustment claims that are mostly likely incorrectly calculated?

No. There are adjustments claimed by taxpayers. An administrative rule, therefore, a blanket denial is not required to review the personal property return, those issues should be addressed.

www.in.gov/dlgf

→ Memos & Presentations
→ 2011

→ Abnormal Obsolescence FAQ Memo 4/19/2011

REPRESENTATIVE FOR PETITIONER:

William S. Faulkner, Senior Tax Manager, DuCharme, McMillen & Associates

REPRESENTATIVE FOR RESPONDENT

Henry E. Bennett, Jr., Administrative Assistant, Calumet Township

**BEFORE THE
INDIANA BOARD OF TAX REVIEW**

Koppers, Inc.,)	Petition No.: 45-001-05-1-7-00001
)	
Petitioner,)	Personal Property
)	
v.)	
)	County: Lake
Calumet Township Assessor,)	Township: Calumet
)	
Respondent.)	Assessment Year: 2005

Appeal from the Final Determination of the
Lake County Property Tax Assessment Board of Appeals

June 16, 2010

FINAL DETERMINATION

www.in.gov/ibtr

→ Decisions

→ June 2010

→ Koppers Inc.

view (Board) has reviewed the facts and evidence presented
its findings of fact and conclusions of law on the

Koppers, Inc.
Findings & Conclusions
Page 1 of 12

**BUSINESS TANGIBLE PERSONAL
PROPERTY RETURN**

State Form 10068 (R19 / 11-13)

PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

FORM 104**MARCH 1, 20__**

For assessor's use only

This form is not confidential and is available for public inspection and is filed with either the Form 102 or Form 103. Signatures on both forms (Form 104 and Form 102 or Form 103) are required per 50 IAC 4.2-2-9 (e).

INSTRUCTIONS: This form must be filed with the Township Assessor, if any, or the County Assessor of the county in which the property is located not later than May 15 unless an extension of up to thirty (30) days is granted in writing. Contact information for the Assessor is available at <http://www.in.gov/dlgf/2440.htm>.

Name of taxpayer (Please type or print)		DLGF taxing district number
Name under which business is conducted		Township
Address where property is located (number and street, city, and state)	County	ZIP code
Nature of business		
Name to which assessment and tax notice to be mailed (if different than above)		
Mailing address (number and street, city, and state) (if different than above)	County	ZIP code

TOTAL TANGIBLE PERSONAL PROPERTY (Please check one) ☐ Form 102 ☐ Form 103

Summary (round all numbers to nearest ten dollars)	REPORTED BY TAXPAYER	CHANGE BY ASSESSOR	CHANGE BY COUNTY BOARD
Schedule A - Personal Property +	\$	\$	\$
Deduction per Form 103 ERA or Form 103-CTP -	\$	\$	\$
Final Assessed Value =	\$	\$	\$

All vehicles used in farm or business and not subject to Excise Tax must be reported as depreciable personal property in the pools on Schedule A of Forms 102 or 103.

SIGNATURE AND VERIFICATION

Under penalties of perjury, I hereby certify that this return (including accompanying schedules and statements), to the best of my knowledge and belief, is true, correct, and complete; reports all tangible personal property subject to taxation, owned, held, possessed or controlled by the named taxpayer in the stated township or taxing district on the assessment date of this return, as required by law; and is prepared in accordance with IC 6-1.1 et seq., as amended, and regulations promulgated with respect thereto.

Signature of authorized person	Date signed (month, day, year)
Printed name of authorized person	Title
Signature of person preparing return, if different than authorized person	Printed name of preparer
Address of preparer (number and street, city, and state)	ZIP code

FILING REQUIREMENTS

Property in more than one Taxing District - Due to varying tax rates, a taxpayer who has property in two or more taxing districts within the same township must file separate returns in each district covering only property located in that district. [IC 6-1.1-3-10(b)]

Duplicate Return Requirement - Every taxpayer whose total combined assessed value of business personal property within a single taxing district that exceeds \$150,000 must file each return in duplicate, including the confidential returns and schedule attached thereto. See 50 IAC 4.2-2-7(a). [IC 6-1.1-3-7(c)]
Total assessed value of business personal property filed in this taxing district is: ☐ \$150,000 or less ☐ More than \$150,000

Were expenditures made since March 1 of last year for improvements on any real property owned, held, possessed, controlled or occupied by the taxpayer in the township wherein this return is filed? ☐ Yes ☐ No

If Yes, attach a statement setting forth the name of owner, location of the real property, an explanation of the nature, cost, date on which construction of improvements was begun, and date on which construction was completed. If not completed as of March 1, state the percentage completed at that time. (IC 6-1.1-5-13)

PENALTIES FOR FAILURE TO FILE COMPLETE AND ACCURATE FORMS

Failure to file a return on or before the due date as required by law will result in the imposition of a twenty-five dollar (\$25.00) penalty. In addition, if a return is not filed within thirty (30) days after such return is due, a penalty equal to twenty percent (20%) of the taxes finally determined to be due with respect to the property which should have been reported will be imposed. A personal property return is not due until the expiration of any extension period granted by the Township Assessor or County Assessor under IC 6-1.1-3-7(b).

If the total assessed value that a person reports on a personal property return is less than the total assessed value that the person is required by law to report and if the amount of the undervaluation exceeds five percent (5%) of the value that should have been reported on the return, then the County Auditor shall add a penalty of twenty percent (20%) of the additional taxes finally determined to be due as a result of the undervaluation.

In completing a personal property return for a year, a taxpayer must make a complete disclosure of all information relating to the value, nature, or location of personal property owned, held, possessed or controlled on the assessment date [IC 6-1.1-3-9(a)], and information relating to improvements made since the preceding assessment date to real property owned, held, possessed or occupied. (IC 6-1.1-5-13) This information would include, but not be limited to, completion of the heading and related information, and answers to all questions and entries on all of the appropriate lines on the face of the return. If such information is not provided, the taxpayer will be contacted and directed to provide that information. In addition, a penalty of twenty-five dollars (\$25.00) shall be imposed. [IC 6-1.1-37-7(d)]

The above penalties are due on the property tax installment next due for the return, whether or not an appeal is filed pursuant to IC 6-1.1-15-5 with respect to the tax due on that installment. [IC 6-1.1-37-7(f)]

FILING BASICS

- Every person owning, holding, possessing, or controlling personal property in Indiana on March 1st is required to file a form by May 15th.
- Taxpayers may request up to a thirty (30) day extension of time to file their return. The written request should be sent to the Assessor before the filing deadline of May 15th and should include a reason for the request. The Assessor may, at their discretion, approve or disapprove the request in writing.
- Personal property must assessed in each taxing district where property has a tax situs.
- Inventory located in the State of Indiana is exempt and is not required to be reported per IC 6-1.1-11 (b) (3).
- It is the responsibility of the taxpayer to obtain forms from the Assessor and file a timely return. The forms are also available on-line at the department's website, www.in.gov/dlgf.
- If you hold, possess, or control not-owned personal property on the assessment date, you have a liability for the taxes imposed for that year unless you establish that the property is to be assessed to the owner. This is done by completing a Form 103-N, attaching it to the Form 102, and filing it with the Assessor.
NOTE: Failure to properly disclose lease information may result in a double assessment.
- Taxpayers who discover an error was made on their original timely filed personal property tax return have the right to file an amended return. The amended return must be filed within twelve (12) months of the due date or the extended due date (if up to a thirty (30) day extension was granted) of their original return.

**FARMER'S TANGIBLE PERSONAL
PROPERTY ASSESSMENT RETURN**

State Form 50006 (R14 / 11-14)

Prescribed by the Department of Local Government Finance

FORM 102The records in this series are confidential
according to IC 6-1.1-35-9.**MARCH 1, 2015**

For Assessor's Use Only

INSTRUCTIONS: This form must be filed with the Township Assessor, if any, or County Assessor of the county in which the property is located not later than May 15 unless an extension of up to thirty (30) days is granted in writing. Please type or print. A Form 104 must be filed with this return. Contact information for the Assessor is available at <http://www.in.gov/dlgf/2440.htm>.

Name of taxpayer		Federal identification number **	
Name under which business is conducted		DLGF taxing district number	
Address where property is located (number and street, city, state, and ZIP code)		DLGF taxing district name	
Type of operation (grain, dairy, etc.)	NAICS* Code number	Township	
Name and address to which Assessment and Tax Notice is to be mailed (If different than above)		County	
1. Did you own, hold, possess or control any leased or other Depreciable Personal Property on March 1? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, report it on Page 3 or file the Form 103-N or 103-O (See 50 IAC 4.2-8-3 & 4). Note: Failure to properly disclose lease information may result in a double assessment.			
2. Total number of acres operated	Total number of acres owned	Total number acres leased or rented	Total number acres farmed on share basis
Name and address of owner(s) of land share on rent basis			
3. Type of farm: Livestock: <input type="checkbox"/> Dairy <input type="checkbox"/> Beef <input type="checkbox"/> Hogs <input type="checkbox"/> Feeder Pigs <input type="checkbox"/> Other		Specify other livestock:	
GRAIN: Total number of acres raised previous year.	Corn	Soybeans	Wheat
4. Was any land removed from production since the last assessment date? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of acres	Land is now used for:
<p>* NAICS - North American Industry Classification System - A complete list of codes may be found at www.census.gov. NOTE: The NAICS Code Number appears on your federal income tax return. ** An individual using his/her Social Security number as the federal identification number is only required to provide the last four (4) digits of that number. IC 4-1-10-3</p> <p>Duplicate Return Requirement. Every taxpayer whose total combined assessed value of business personal property in a single taxing district that exceeds \$150,000 must file each return in duplicate including the confidential returns and schedules attached thereto. [IC 6-1.1-3-7 (c)].</p> <p>Total assessed value of business personal property in the taxing district listed on this return is <input type="checkbox"/> \$150,000 or Less <input type="checkbox"/> More than \$150,000</p> <p>In completing a personal property return for a year, a taxpayer must make a complete disclosure of all information relating to the value, nature or location of personal property owned, held, possessed or controlled on the assessment date. [IC 6-1.1-3-9 (a)].</p> <p>Failure to file a return on or before the due date as required by law will result in the imposition of a twenty-five dollar (\$25) penalty. In addition, if return is not filed within thirty (30) days after such return is due, a penalty equal to twenty percent (20%) of the taxes finally determined to be due with respect to the property which should have been reported will be imposed. A personal property return is not due until the expiration of any extension period granted by the Township Assessor or County Assessor under IC 6-1.1-3-7(b). If the total assessed value that a person reports on a personal property return is less than the total assessed value that the person is required by law to report and if the amount of the undervaluation exceeds five percent (5%) of the value that should have been reported on the return, then the County Auditor shall add a penalty of twenty percent (20%) of the additional taxes finally determined to be due as a result of the undervaluation.</p> <p>This information would include, but not be limited to, completion of the heading and related information, and answers to all questions on the face of the return, and entries on all of the appropriate lines of Schedule A. If such information is not provided, the taxpayer will be contacted and directed to provide that information. In addition, a penalty of twenty five dollars (\$25) shall be imposed. [IC 6-1.1-37-7 (d)]</p>			
SUMMARY (round all numbers to nearest ten dollars)		REPORTED BY TAXPAYER	CHANGE BY ASSESSOR
SCHEDULE A - PERSONAL PROPERTY		+	\$
FINAL ASSESSED VALUE		=	\$
SIGNATURE AND VERIFICATION			
Under Penalties of Perjury, I hereby certify that this return (including accompanying schedules and statements), to the best of my knowledge and belief, is true, correct, and complete; reports all tangible personal property subject to taxation, owned, held, possessed or controlled by the named taxpayer, in the stated township or taxing district, on the assessment date of this return, as required by law; and is prepared in accordance with IC 6-1.1 et seq., (as amended, and regulations promulgated with respect thereto.)			
Signature of authorized person		Printed name of authorized person	Date (month, day, year)
Title	Telephone number ()	Signature of person preparing return, if different than authorized person	
E-mail address	Printed name and contact information of preparer		

FORM 102 See 50 IAC 4.2-4		TANGIBLE PERSONAL PROPERTY CONFIDENTIAL		MARCH 1, 2015
LINE	(Round all figures below to nearest dollar)			
1	Total cost of Tangible Depreciable Personal Property - 50 IAC 4.2-4-2			\$
2	Add: cost of all Depreciable Personal Property still in use but written off			
	Deduct exempt property: (See 50 IAC 4.2-11.1)			
3	Industrial Air Purification or Industrial Waste Control Facilities - Attach Form 103-P	\$		
4	Airplanes Subject to Excise Tax	Number of units _____		
5	Vehicles Subject to Excise Tax	Number of units _____		
6	Total cost of Exempt Property (Line 3 + 4 + 5)			\$
7	Total cost of Assessable Depreciable Personal Property (Line 1 + 2 Less 6. Must agree with Line 51)			\$

YEAR OF ACQUISITION		COLUMN A	COLUMN B	COLUMN C		COLUMN D
POOL NUMBER 1: (1 TO 4 YEAR LIFE)		TOTAL COST OR BASE YEAR VALUE	ADJUSTMENTS ** Detail Must Be Shown On Form 106	ADJUSTED COST	T.T.V.%	TRUE TAX VALUE
8	From _____ To 3-1-15 *	\$	\$	\$	65	\$
9	3-2-14 To 3-1-15				65	
10	3-2-13 To 3-1-14				50	
11	3-2-12 To 3-1-13				35	
12	Prior To 3-2-12				20	
13	TOTAL POOL NUMBER 1	\$	\$	\$		\$
POOL NUMBER 2: (5 TO 8 YEAR LIFE)						
14	From _____ To 3-1-15 *	\$	\$	\$	40	\$
15	3-2-14 To 3-1-15				40	
16	3-2-13 To 3-1-14				56	
17	3-2-12 To 3-1-13				42	
18	3-2-11 To 3-1-12				32	
19	3-2-10 To 3-1-11				24	
20	3-2-09 To 3-1-10				18	
21	Prior To 3-2-09				15	
22	TOTAL POOL NUMBER 2	\$	\$	\$		\$
POOL NUMBER 3: (9 TO 12 YEAR LIFE)						
23	From _____ To 3-1-15 *	\$	\$	\$	40	\$
24	3-2-14 To 3-1-15				40	
25	3-2-13 To 3-1-14				60	
26	3-2-12 To 3-1-13				55	
27	3-2-11 To 3-1-12				45	
28	3-2-10 To 3-1-11				37	
29	3-2-09 To 3-1-10				30	
30	3-2-08 To 3-1-09				25	
31	3-2-07 To 3-1-08				20	
32	3-2-06 To 3-1-07				16	
33	3-2-05 To 3-1-06				12	
34	Prior To 3-2-05				10	
35	TOTAL POOL NUMBER 3	\$	\$	\$		\$
POOL NUMBER 4: (13 YEAR AND LONGER LIFE)						
36	From _____ To 3-1-15 *	\$	\$	\$	40	\$
37	3-2-14 To 3-1-15				40	
38	3-2-13 To 3-1-14				60	
39	3-2-12 To 3-1-13				63	
40	3-2-11 To 3-1-12				54	
41	3-2-10 To 3-1-11				46	
42	3-2-09 To 3-1-10				40	
43	3-2-08 To 3-1-09				34	
44	3-2-07 To 3-1-08				29	
45	3-2-06 To 3-1-07				25	
46	3-2-05 To 3-1-06				21	
47	3-2-04 To 3-1-05				15	
48	3-2-03 To 3-1-04				10	
49	Prior To 3-2-03				5	
50	TOTAL POOL NUMBER 4	\$	\$	\$		\$

51	Total Cost All Pools (Column A)	\$	
52	Total Column B Adjustments Per Form 106	\$	
53	Total Column C Adjusted Cost ALL POOLS	\$	
54	Total Column D True Tax Value of Pools 1, 2, 3 and 4	\$	
55	30% of Line 53, Column C	\$	
56	Greater of Lines 54 or 55 (Must Not Be Less Than 30% of Line 53) 50 IAC 4.2- 4-9	\$	
57	Additions @ True Tax Value: Equipment Not Placed in Service at Cost	Cost \$	X 10% = \$ 0.00
58	Permanently Retired Equipment Per Form 106 - 50 IAC 4.2-4-3 (d)**		
59	Total Additions to Line 56 True Tax Value (Line 57 + Line 58)	\$	
60	Total True Tax Value before adjustment for Abnormal Obsolescence (Line 56 + Line 59)	\$	
61	Abnormal Obsolescence adjustment Per Form 106 - 50 IAC 4.2-4-8		
62	Total True Tax Value of Personal Property other than inventory (To Page 1, Form 102 Summary) (Line 60 - Line 61)	\$	

* * The total of Permanently Retired Equipment is to be deducted in full in Column B above. The True Tax Value of such is to be computed on the Form 106, and recorded on Line 58.

Election to report cost of depreciable assets by federal tax year _____ ☐ Yes ☐ No

Election available only when federal tax year ends December 31 or January 31. See 50 IAC 4.2- 4-6 (c).

Information of Not-Owned Personal Property

NOTE: This section is for the reporting of five or less lease agreements. For other leases, the Form 103-N (for the lessee or the person in possession) and the Form 103-O (for the lessor or the owner of the equipment) should be utilized. For more information on the reporting of leased equipment, refer to 50 IAC 4.2-8.

NOTE: Failure to properly disclose lease information may result in a double assessment.

Please check one only:

☐ Operating Lease which is assessable to the owner of the equipment (not assessed on this return).

☐ Capital Lease which is assessable to the person in possession and is assessed on this return.

Name and Address of Owner	Location of Property	Date of Lease (month, day, year)	Model Number and Description	Reported on Line Number, if Applicable	Cost, if Known

Filing Basics:

- Every person owning, holding, possessing, or controlling personal property in Indiana on March 1st is required to file a form by May 15th.
- Taxpayers may request up to a thirty (30) day extension of time to file their return. The written request should be sent to the Assessor before the filing deadline of May 15th and should include a reason for the request. The Assessor may, at their discretion approve or disapprove the request in writing.
- Personal property must be assessed in each taxing district where property has a tax situs.
- Inventory located in the State of Indiana is exempt and is not required to be reported per IC 6-1.1-1-11(b)(3).
- It is the responsibility of the taxpayer to obtain forms from the Assessor and file a timely return. The forms are also available on-line at the department's website, www.in.gov/dlgf.
- If you hold, possess, or control not-owned personal property on the assessment date, you have a liability for the taxes imposed for that year unless you establish that the property is to be assessed to the owner. This is done by completing a Form 103-N, attaching it to the Form 102, and filing it with the Assessor.
NOTE: Failure to properly disclose lease information may result in a double assessment.
- Taxpayers who discover an error was made on their original timely filed personal property tax return have the right to file an amended return. The amended return must be filed within twelve (12) months of the due date or the extended due date (if up to a thirty (30) day extension was granted) of their original return.

Frequently Asked Questions:

1. Will my local Assessor fill this form out for me?

Indiana's personal property tax system is a self-assessment system. An Assessor can offer assistance with the filing; however, an authorized person representing the farming operation must sign the form under penalties of perjury that it is true and correct so the responsibility of filing an accurate return remains with the taxpayer.

2. I would like to report all of my equipment in the township where I reside even though it is actually located in different townships within the county. Can I do this?

No, a personal property return must be filed in each taxing district where the property has tax situs.

3. Why is the grain leg assessed as personal property and the grain bin that it is attached to assessed as real property?

The use of the asset is the key. The grain bin, used for storage, is classified in 50 IAC 4.2-4-10 as real property while the legs and other loading/unloading systems are classified as part of the machinery and equipment which is assessed as personal property. The same theory applies to automated feeding and watering systems in livestock or poultry buildings since their use pertains to the operation and not the structure of the building.

4. Why do I have to report my fully depreciated equipment?

Depreciation expenses are claimed for income tax purposes while assets are assessed for property tax purposes until the asset has been retired from use.

5. How can I find contact information for the various county offices (Assessor, Auditor, or Treasurer) throughout the State of Indiana, locate forms or learn more about Indiana's personal property tax system?

Go to the Indiana Department of Local Government Finance's website at www.in.gov/dlgf.
Contact information for the Assessor is available at <http://www.in.gov/dlgf/2440.htm>.

**BUSINESS TANGIBLE
PERSONAL PROPERTY RETURN**

State Form 11274 (R32 / 11-14)

PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

**FORM
103 - SHORT**

PRIVACY NOTICE: The records in this series are confidential according to IC 6-1.1-35-9.

MARCH 1, 2015

For Assessor's Use Only

INSTRUCTIONS: PLEASE TYPE or PRINT.

- This form must be **filed with the Township Assessor, if any, or the County Assessor of the county in which the property is located**, not later than May 15 unless an extension of up to thirty (30) days is granted in writing. Contact information for the Assessor is available at <http://www.in.gov/dlgr/2440.htm>.
- A form 104 must be filed with this return.

NOTE: You must use Form 103-Long if:

- a. You are a manufacturer or processor;
- b. Your business personal property assessment is \$150,000 or more;
- c. You wish to claim any exemptions or deductions (other than the enterprise zone credit); or
- d. You are claiming any special adjustments such as equipment not placed in service, special tooling, permanently retired equipment or abnormal obsolescence.

Name of taxpayer		Federal Identification number **
Name under which business is conducted		DLGF taxing district number
Address where property is located (number and street, city, state, and ZIP code)		DLGF taxing district name
Nature of business		Township
Name and address to which Assessment and Tax Notice is to be mailed (If different than above)		NAICS * Code number
County		Retail merchants certificate number
1. Federal Income Tax Year ends	2. Location of accounting records	
3. Form of business <input type="checkbox"/> Partnership or Joint Venture <input type="checkbox"/> Corporation <input type="checkbox"/> Other, (describe) _____ <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Estate or Trust		
4. Do you have other locations in Indiana? <input type="checkbox"/> Yes <input type="checkbox"/> No		5. Did you own, hold, possess or control any leased, rented or other depreciable personal property on March 1? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, report it on Page 2 or file the Form 103-N or 103-O (See 50 IAC 4.2-8-3 & 4). Note: Failure to properly disclose lease information may result in a double assessment.
6. Total sales for this location during the prior fiscal or calendar year		

SUMMARY (Round all numbers to nearest ten dollars)	REPORTED BY TAXPAYER	CHANGE BY ASSESSOR	CHANGE BY COUNTY BOARD
Schedule A - Personal Property +	\$	\$	\$
Final Assessed Value =	\$	\$	\$

SIGNATURE AND VERIFICATION

Under Penalties of Perjury, I hereby certify that this return (including accompanying schedules and statements), to the best of my knowledge and belief, is true, correct, and complete; reports all tangible personal property subject to taxation, owned, held, possessed or controlled by the named taxpayer, in the stated township or taxing district, on the assessment date of this return, as required by law; and is prepared in accordance with I.C. 6-1.1 et seq., as amended, and regulations promulgated with respect thereto.

Signature of authorized person		Date (month, day, year)
Printed name of authorized person	Title	Telephone number ()
Signature of person preparing return, if different than authorized person		Contact e-mail address
Printed name and contact information of person preparing return		

* NAICS - North American Industry Classification System - complete list of codes may be found at www.census.gov.

NOTE: The NAICS Code Number appears on your federal income tax return.

** An individual using his Social Security number as the Federal Identification number is only required to provide the last four (4) digits of that number per IC 4-1-10-3.

FORM 103- SHORT FORM See 50 IAC 4.2-4		CONFIDENTIAL		SCHEDULE A MARCH 1, 2015	
LINE	YEAR OF ACQUISITION	DEPRECIABLE PERSONAL PROPERTY	COLUMN A		COLUMN B
			TOTAL COST	T.T.V.%	TRUE TAX VALUE
1	From To 3-1-15*			40	\$
2	3-2-14 To 3-1-15			40	
3	3-2-13 To 3-1-14			60	
4	3-2-12 To 3-1-13			55	
5	3-2-11 To 3-1-12			45	
6	3-2-10 To 3-1-11			37	
7	3-2-09 To 3-1-10			30	
8	3-2-08 To 3-1-09			25	
9	3-2-07 To 3-1-08			20	
10	3-2-06 To 3-1-07			16	
11	3-2-05 To 3-1-06			12	
12	Prior To 3-2-05			10	
13	TOTALS		\$		\$
14	30% of line 13, Column A		\$		
Line 15 must be the greater of Line 13, Column B or Line 14 (See 50 IAC 4.2- 4-9)					
15	Total True Tax Value of Depreciable Personal Property (To Summary on reverse side)				\$

Fully depreciated assets **must** be included in the total cost to be reported in Schedule A above.

Election to report cost of depreciable assets by federal tax year ☐ Yes ☐ No

Election available **only** when federal tax year ends December 31 or January 31. See 50 IAC 4.2-4-6 (c).

* If taxpayer elects to report cost above on federal tax year basis, assets acquired from the prior federal tax year end to March 1 are to be reported on the first line of the appropriate pool.

Filing Basics:

- To locate contact information for the various county offices (Assessor, Auditor, & Treasurer), locate forms, and learn more about Indiana's personal property tax system, go to www.in.gov/dlgf. Contact information for the Assessor is available at <http://www.in.gov/dlgf/2440.htm>.
- Every person owning, holding, possessing, or controlling personal property in Indiana on March 1st is required to file a form by May 15th.
- Taxpayers may request up to a thirty (30) day extension of time to file their return. The written request should be sent to the Assessor before the filing deadline of May 15th and should include a reason for the request. The Assessor may, at their discretion, approve or disapprove the request in writing.
- Personal property must be assessed in each taxing district where property has a tax situs.
- Inventory located in the State of Indiana is exempt and is not required to be reported per IC 6-1.1-11 (b) (3).
- It is the responsibility of the taxpayer to obtain forms from the Assessor and file a timely return.
The forms are also available on-line at the department's website, www.in.gov/dlgf.
- If you hold, possess, or control not-owned personal property on the assessment date, you have a liability for the taxes imposed for that year unless you establish that the property is to be assessed to the owner. This is done by completing a Form 103-N, attaching it to the Form 103-Short, and filing it with the Assessor. NOTE: Failure to properly disclose lease information may result in a double assessment.
- Taxpayers who discover an error was made on their original timely filed personal property tax return have the right to file an amended return. The amended return must be filed within twelve (12) months of the due date or the extended due date (if up to a thirty (30) day extension was granted) of their original return.

Information of Not-Owned Personal Property Which Is To Be Assessed To The Owner

NOTE: This form is for the reporting of two or less Operating Leases. For all other leases, the Form 103-N (for the lessee) and the Form 103-O (for the lessor) should be utilized. For more information on the reporting of leased equipment, refer to 50 IAC 4.2-8. Failure to properly disclose lease information may result in a double assessment.

Name and Address of Owner	Location of Property	Date of Lease (month, day, year)	Model Number and Description	Quantity	Cost, If Known

**BUSINESS TANGIBLE PERSONAL
PROPERTY ASSESSMENT RETURN**

State Form 11405 (R36 / 10-14)

Prescribed by the Department of Local Government Finance

**FORM
103 - LONG****MARCH 1, 2015**

For Assessor's Use Only

INSTRUCTIONS: Please type or print.

- This form must be filed with the Township Assessor, if any, or the County Assessor of the county in which the property is located not later than May 15 unless an extension of up to thirty (30) days is granted in writing. Contact information for the Assessor is available at <http://www.in.gov/dlgf/2440.htm>.
- A Form 104 must be filed with the return.

PRIVACY NOTICE: The records in this series are confidential according to IC 6-1.1-35-9.

Name of taxpayer		Federal Identification Number **
Name under which business is conducted		DLGF Taxing district number
Address where property is located (number and street, city, state, and ZIP code)		DLGF Taxing district name
Nature of business	NAICS * - Code number	Township
Name and address to which Assessment and Tax Notice is to be mailed (If different than above)		County
		Retail Merchants Certification Number

1. Federal Income Tax Year ends _____ Name filed under _____
2. Location of accounting records _____
3. Form of business ☐ Partnership or Joint Venture ☐ Sole Proprietorship ☐ Corporation ☐ Estate or Trust
☐ Other, describe: _____
4. Do you have other locations in Indiana? ☐ Yes ☐ No
5. Did you own, hold, possess or control any leased, rented or other depreciable personal property on March 1? ☐ Yes ☐ No (See 50 IAC 4.2-8)
6. Did you own, hold, possess or control any Special Tools on March 1? ☐ Yes ☐ No (See 50 IAC 4.2-6-2)
7. Did you own, hold, possess or control any returnable containers on March 1? ☐ Yes ☐ No (See 50 IAC 4.2-6-4)
8. Total sales for this location during the prior fiscal or calendar year. \$ _____

If taxpayer answers "yes" to question 5, the owner must file Form 103-O and the possessor must file Form 103-N. Failure to properly disclose lease information may result in a double assessment. (See 50 IAC 4.2-2 and 50 IAC 4.2-8).

Duplicate Return Requirement. Every taxpayer whose total combined assessed value of business personal property in a single taxing district that exceeds \$150,000 must file each return in duplicate including the confidential returns and schedules attached thereto. (IC 6-1.1-3-7 (c))

Failure to file a return on or before the due date as required by law will result in the imposition of a twenty-five dollar (\$25) penalty. In addition, if the return is not filed within thirty (30) days after such return is due, a penalty equal to twenty percent (20%) of the taxes finally determined to be due with respect to the property which should have been reported will be imposed. A personal property return is not due until the expiration of any extension period granted by the Township Assessor or County Assessor under IC 6-1.1-3-7 (b). If the total assessed value that a person reports on a personal property return is less than the total assessed value that the person is required by law to report and if the amount of the undervaluation exceeds five percent (5%) of the value that should have been reported on the return, then the County Auditor shall add a penalty of twenty percent (20%) of the additional taxes finally determined to be due as a result of the undervaluation.

In completing a personal property return for a year, a taxpayer must make a complete disclosure of all information relating to the value, nature, or location of personal property owned, held, possessed or controlled on the assessment date. (IC 6-1.1-3-9 (a)). This information would include, but not be limited to, completion of the heading and related information, answers to all questions on the face of the return, and entries on all of the appropriate lines of Schedule A. If such information is not provided, the taxpayer will be contacted and directed to provide that information. In addition, a penalty of \$25 shall be imposed. (IC 6-1.1-3-7(d))

* NAICS - North American Industry Classification System - A complete list of codes may be found at www.census.gov. The Indiana Code (IC) and Indiana Administrative Code (IAC) may be found on-line at the DLGF website - www.in.gov/dlgf. For further questions, contact the County Assessor (available on the DLGF website).

NOTE: The NAICS Code Number appears on your federal income tax return.

** An individual using his Social Security Number as the Federal Identification Number is only required to provide the last four digits of that number. IC 4-1-10-3.

SUMMARY (Round all numbers to nearest ten dollars)	REPORTED BY TAXPAYER	CHANGE BY ASSESSOR	CHANGE BY THE COUNTY BOARD
Schedule A - Personal Property	+ \$	\$	\$
Deduction per Form 103 ERA or Form 103-CTP	- \$	\$	\$
Final Assessed Valuation	= \$	\$	\$

SIGNATURE AND VERIFICATION

Under penalties of perjury, I hereby certify that this return (including accompanying schedules, deduction claims and statements), to the best of my knowledge and belief, is true, correct, and complete; reports all tangible personal property subject to taxation, owned, held, possessed or controlled by the named taxpayer, in the stated taxing district, on the assessment date, as required by law; and is prepared in accordance with IC 6-1.1 et seq., as amended, and regulations promulgated with respect thereto.

Signature of authorized person	Telephone number ()	Date (month, day, year)
Name and title of authorized person (please type or print)	E-mail contact	
Signature of person preparing return, if different than authorized person	Name and contact information of preparer (please type or print)	

FORM 103 - LONG See 50 IAC 4.2-4		TANGIBLE PERSONAL PROPERTY CONFIDENTIAL			SCHEDULE A MARCH 1, 2015
Line	Report all personal property assessable to this taxpayer below. (Round all figures below to nearest dollar)				Federal Identification Number
1	Total cost of tangible depreciable personal property. (50 IAC 4.2-4-2)				\$
2	Adjustment to federal tax basis per Form 106. (50 IAC 4.2-4-4)				
3	Total cost and base year value of tangible depreciable personal property. (Line 1 plus 2)				\$
Deduct Exempt Property (See 50 IAC 4.2-11.1)				COST	
4	Stationary industrial air purification systems. (Attach Form 103-P)			\$	
5	Industrial waste control facilities. (Attach Form 103-P)				
6	Enterprise information technology equipment. (Attach Form 103-IT)				
7	Vehicles / airplanes subject to excise tax.	Number of Units	\$		
Total cost of exempt property (Deduct from Line 3 and enter on Line 8)					
8	Subtotal				\$
Additions: See 50 IAC 4.2-1-1.1 and 50 IAC 4.2-4-3 (b) and 4					
9	Cost of all depreciable personal property still in use but written off. (50 IAC 4.2-4-3(b))				\$
10	Cost of installation and foundations applicable to depreciable personal property. (50 IAC 4.2-4-2(d))				
11	Cost of interest incurred during construction and installation applicable to depreciable personal property. (50 IAC 4.2-4-3(j))				
12	Total cost and base year value of assessable depreciable personal property. (add Lines 8, 9, 10 and 11. Line 12 must agree with Line 56 Column A)				\$
POOLING SUMMARY (From Schedule A-1 or Form 103-P5)		TOTAL COST COLUMN A	ADJUSTMENTS COLUMN B	ADJUSTED COST COLUMN C	TRUE TAX VALUE COLUMN D
56	Total All Pools	\$	\$	\$	\$
57	30% of Adjusted Cost (Line 56, Column C) (enter zero (0) if filing 103-P5 and entity is a qualified steel mill or oil refinery per IC 6-1.1-3-23).				\$
58	Greater of Lines 56D or 57.				\$
Adjustments to True Tax Value					
59	Equipment not placed in service and/or critical spare parts (50 IAC 4.2-6-1 & 6) per Form 106.	Cost \$		X 10%	\$
60	Tools, dies, jigs, fixtures, etc., per Form 103-T. (50 IAC 4.2-6-2)		Cost \$		\$
61	Permanently retired equipment (50 IAC 4.2-4-3) and/or returnable containers (50 IAC 4.2-6-4) per Form 106.		Cost \$		\$
62	Commercial aircraft and commercial bus line fleet, not subject to excise tax per Form 103-I. (50 IAC 4.2-10)		Cost \$		\$
63	Total additions to True Tax Value. (Lines 59, 60, 61 and 62)				\$
64	Total True Tax Value before adjustments for "Abnormal Obsolescence." (Line 58 plus Line 63)				\$
65	Abnormal Obsolescence Adjustment per Form 106. (50 IAC 4.2-4-8)				\$
66	Total True Tax Value of personal property. (To page 1, Form 103 Summary)				\$

** The total cost of special tools, dies, jigs, fixtures, etc., permanently retired equipment; commercial aircraft, and commercial bus line fleet, not subject to excise tax is to be deducted in full in Column B below. The true tax value of such property is to be computed on the proper Form(s) (103-T, 106 AND 103-I, respectively) and recorded on Line(s) 60, 61 and 62.

ROUND ALL FIGURES BELOW TO THE NEAREST DOLLAR.

YEAR OF ACQUISITION		COLUMN A	COLUMN B	COLUMN C		COLUMN D
POOL NUMBER 1: (1 TO 4 YEAR LIFE)		TOTAL COST OR BASE YEAR VALUE	ADJUSTMENTS ** (See Note Above)	ADJUSTED COST	T.T.V. %	TRUE TAX VALUE
13	From To 3-1-15*				65	
14	3-2-14 To 3-1-15				65	
15	3-2-13 To 3-1-14				50	
16	3-2-12 To 3-1-13				35	
17	Prior To 3-2-12	\$	\$	\$	20	\$
18	TOTAL POOL NUMBER 1					
POOL NUMBER 2: (5 TO 8 YEAR LIFE)						
19	From To 3-1-15 *				40	
20	3-2-14 To 3-1-15				40	
21	3-2-13 To 3-1-14				56	
22	3-2-12 To 3-1-13				42	
23	3-2-11 To 3-1-12				32	
24	3-2-10 To 3-1-11				24	
25	3-2-09 To 3-1-10				18	
26	Prior To 3-2-09	\$	\$	\$	15	\$
27	TOTAL POOL NUMBER 2					
POOL NUMBER 3: (9 TO 12 YEAR LIFE)						
28	From To 3-1-15 *				40	
29	3-2-14 To 3-1-15				40	
30	3-2-13 To 3-1-14				60	
31	3-2-12 To 3-1-13				55	
32	3-2-11 To 3-1-12				45	
33	3-2-10 To 3-1-11				37	
34	3-2-09 To 3-1-10				30	
35	3-2-08 To 3-1-09				25	
36	3-2-07 To 3-1-08				20	
37	3-2-06 To 3-1-07				16	
38	3-2-05 To 3-1-06				12	
39	Prior To 3-2-05	\$	\$	\$	10	\$
40	TOTAL POOL NUMBER 3					
POOL NUMBER 4: (13 YEAR AND LONGER LIFE)						
41	From To 3-1-15 *				40	
42	3-2-14 To 3-1-15				40	
43	3-2-13 To 3-1-14				60	
44	3-2-12 To 3-1-13				63	
45	3-2-11 To 3-1-12				54	
46	3-2-10 To 3-1-11				46	
47	3-2-09 To 3-1-10				40	
48	3-2-08 To 3-1-09				34	
49	3-2-07 To 3-1-08				29	
50	3-2-06 To 3-1-07				25	
51	3-2-05 To 3-1-06				21	
52	3-2-04 To 3-1-05				15	
53	3-2-03 To 3-1-04				10	
54	Prior To 3-2-03	\$	\$	\$	5	\$
55	TOTAL POOL NUMBER 4					
56	TOTAL ALL POOLS					

Election to report cost of depreciable assets by federal tax year

☐ Yes ☐ No

Election available only when federal tax year ends December 31 or January 31. See 50 IAC 4.2-4-6 (c).

* If taxpayer elects to report cost above on federal tax year basis, assets acquired from the prior federal tax year end to March 1 are to be reported on the first line of the appropriate pool.

NOTE: All Column B adjustments above must be supported on Form 106, Form 103-T, or Form 103-I.

Filing Basics:

- Every person owning, holding, possessing, or controlling personal property in Indiana on March 1st is required to file a form by May 15th.
- Taxpayers may request up to a thirty (30) day extension of time to file their return. The written request should be sent to the Assessor before the filing deadline of May 15th and should include a reason for the request. The Assessor may, at their discretion, approve or deny the request in writing.
- Personal property must be assessed in each taxing district where property has a tax situs.
- Inventory located in the State of Indiana is exempt and is not required to be reported per IC 6-1.1-1-11 (b) (3).
- It is the responsibility of the taxpayer to obtain forms from the Assessor and file a timely return. The forms are also available on-line at the Indiana Department of Local Government Finance's website at www.in.gov/dlgf.
- If you hold, possess, or control not-owned personal property on the assessment date, you have a liability for the taxes imposed for that year unless you establish that the property is to be assessed to the owner. This is done by completing a Form 103-N, attaching it to the Form 103 - Long, and filing it with the Assessor. NOTE: Failure to properly disclose lease information may result in a double assessment.
- Taxpayers who discover an error was made on their original timely filed personal property tax return have the right to file an amended return. The amended return must be filed within twelve (12) months of the due date or the extended due date (if up to a thirty (30) day extension was granted) of their original return.

Frequently Asked Questions:

A. How do I find out my Taxing District Name & Number?

You will need to contact your County Assessor for assistance since heavily populated areas can have several taxing districts within a single township.

B. How do I find out my NAICS number?

This six-digit code number appears on the federal returns filed for businesses. For a complete list of the codes, go to www.census.gov.

C. Will my local Assessor fill this form out for me?

Indiana's personal property tax system is a self-assessment system. An Assessor can offer assistance with the filing; however, an authorized person representing the business must sign the form under penalties of perjury that it is true and correct so the responsibility of filing an accurate return remains with the taxpayer.

D. How can I find contact information for the various county offices (Assessor, Auditor, or Treasurer) throughout the State of Indiana, locate forms or learn more about Indiana's personal property tax system?

Go to the Indiana Department of Local Government Finance's website at www.in.gov/dlgf. Contact information for the Assessor is available at <http://www.in.gov/dlgf/2440.htm>.

INFORMATION OF NOT-OWNED PERSONAL PROPERTY WHICH IS TO BE ASSESSED TO THE OWNER

NOTE: This form is for the reporting of two or less Operating Leases. For all other leases, the Form 103-N (for the lessee) and the Form 103-O (for the lessor) should be utilized. For more information on the reporting of leased equipment, refer to 50 IAC 4.2-8. Failure to properly disclose lease information may result in a double assessment.

Name and Address of the Owner	Location of Property	Date of Lease (month, day, year)	Model Number and Description	Quantity	Cost, If Known

**SINGLE RETURN -
BUSINESS TANGIBLE PERSONAL PROPERTY**

State Form 53854 (R6 / 11-14)

Prescribed by the Department of Local Government Finance

FORM 103-SR**PRIVACY NOTICE**The records in this series are
confidential according to IC
6-1.1-35-9.

March 1, 2015

For assessor's use only

INSTRUCTIONS: PLEASE TYPE or PRINT.

- This form must be **filed with the County Assessor of the county in which the property is located** not later than May 15 unless an extension is granted in writing. Contact information for the Assessor is available at <http://www.in.gov/dlgf/2440.htm>.
- This form is for use by taxpayers who have personal property in more than one (1) township in a county and the total assessed value of the personal property in the county is less than one million five hundred thousand dollars (\$1,500,000).
- If you are claiming any special adjustments such as equipment not placed in service, special tooling, permanently retired equipment, abnormal obsolescence, economic revitalization, or other deductions, file the Form 103 Long.

The County Assessor may refuse to accept a single personal property tax return that does not have attached to it a schedule listing, by township, all the personal property of the taxpayer and the assessed value of the property for each taxing district as required. [IC 6-1.1-3-7 (f)]

Taxpayers who are not eligible to file Form 103-SR, or who wish to use a substitute return form, may seek approval from the Department of Local Government Finance to use an unprescribed form. Approval to use an unprescribed return form must be obtained in advance from the Department of Local Government Finance. [50 IAC 4.2-2-9(c)]

Name of taxpayer			
Name to which assessment and tax notice is to be mailed			County
Address to which assessment and tax notice is to be mailed (number and street, city, state, and ZIP code)			Federal Identification Number **
Nature of business			NAICS code number *
1. Federal income tax year ends		2. Name under which federal return is filed	
3. Location of accounting records			
4. Form of business <input type="checkbox"/> Partnership or Joint Venture <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Estate or Trust <input type="checkbox"/> Other (describe) _____			
5. Did you own, hold, possess, or control any leased, rented, or other depreciable personal property on March 1? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, file Form 103-N or Form 103-O (see 50 IAC 4.2-8-3 and 4). Failure to properly disclose lease information may result in a double assessment.</i>			
LOCATION SUMMARY: List each location where you own, hold, possess or control personal property subject to assessment. Include the complete address (street address) for each location. Assign a location number to each separate location. Attach additional sheets if necessary.			Additional locations Page _____ of _____
LOCATION NUMBER	TOWNSHIP	DLGF TAXING DISTRICT NUMBER	NAME UNDER WHICH BUSINESS IS CONDUCTED (if different than above) AND SPECIFIC STREET ADDRESS (number and street, city, state, and ZIP code)
SUMMARY (Round all numbers to nearest ten dollars)		LOCATION NUMBER	LOCATION NUMBER
SCHEDULE A - PERSONAL PROPERTY +		\$	\$
FINAL ASSESSED VALUE =		\$	\$
SUMMARY (Round all numbers to nearest ten dollars)		LOCATION NUMBER	LOCATION NUMBER
SCHEDULE A - PERSONAL PROPERTY +		\$	\$
FINAL ASSESSED VALUE =		\$	\$
* NAICS - North American Industry Classification System - A complete list of codes may be found at www.census.gov . The Indiana Code (IC) and Indiana Administrative Code (IAC) may be found on-line at the DLGF website - www.in.gov/dlgf . For further questions, contact the Assessor (available on the DLGF website).			
** An individual using his/her Social Security Number as the Federal Identification Number is only required to provide the last four (4) digits of that number. IC 4-1-10-3			
SIGNATURE AND VERIFICATION			
Under penalties of perjury, I hereby certify that this return (including accompanying schedules and statements), to the best of my knowledge and belief, is true, correct and complete; reports all tangible personal property subject to taxation, owned, held, possessed or controlled by the named taxpayer in the stated township or taxing district on the assessment date of this return, as required by law; and is prepared in accordance with IC 6-1.1 et seq., as amended, and regulations promulgated with respect thereto.			
Signature of authorized person			Date (month, day, year)
Printed name of authorized person		Title	Telephone number ()
Signature of person preparing return, if different than authorized person		Name and contact information of preparer	

SCHEDULE A FOR FORM 103-SR

Part of State Form 53854 (R6 / 11-14)

MARCH 1, 2015

INSTRUCTIONS: 1. Assign a location number to each separate location within a county.
 2. If more than one page is necessary, attach additional forms and indicate you have done so on the front of the Form 103-SR.

NOTE: The location numbers shown below must correspond with the locations and location numbers shown on the front of this form (Form 103-SR) and on the reverse side of Form 104-SR.

DEPRECIABLE PERSONAL PROPERTY								
LOCATION NUMBER ▶			#				#	
TAXING DISTRICT NUMBER ▶			#				#	
LINE	YEAR OF ACQUISITION	TTV%	COLUMN A TOTAL COST	COLUMN B TTV	COLUMN A TOTAL COST	COLUMN B TTV	COLUMN A TOTAL COST	COLUMN B TTV
1	From to 3-1-15	40%						
2	3-2-14 to 3-1-15	40%						
3	3-2-13 to 3-1-14	60%						
4	3-2-12 to 3-1-13	55%						
5	3-2-11 to 3-1-12	45%						
6	3-2-10 to 3-1-11	37%						
7	3-2-09 to 3-1-10	30%						
8	3-2-08 to 3-1-09	25%						
9	3-2-07 to 3-1-08	20%						
10	3-2-06 to 3-1-07	16%						
11	3-2-05 to 3-1-06	12%						
12	Prior to 3-2-05	10%						
13	TOTALS							
14	30% of line 13, Column A							
Line 15 must be the greater of Line 13, Column B or Line 14 [see 50 IAC 4.2-4-9]								
15	Total True Tax Value (TTV) of Depreciable Personal Property (to Summary on Form 103-SR)							

DEPRECIABLE PERSONAL PROPERTY								
LOCATION NUMBER ▶			#				#	
TAXING DISTRICT NUMBER ▶			#				#	
LINE	YEAR OF ACQUISITION	TTV%	COLUMN A TOTAL COST	COLUMN B TTV	COLUMN A TOTAL COST	COLUMN B TTV	COLUMN A TOTAL COST	COLUMN B TTV
1	From to 3-1-15	40%						
2	3-2-14 to 3-1-15	40%						
3	3-2-13 to 3-1-14	60%						
4	3-2-12 to 3-1-13	55%						
5	3-2-11 to 3-1-12	45%						
6	3-2-10 to 3-1-11	37%						
7	3-2-09 to 3-1-10	30%						
8	3-2-08 to 3-1-09	25%						
9	3-2-07 to 3-1-08	20%						
10	3-2-06 to 3-1-07	16%						
11	3-2-05 to 3-1-06	12%						
12	Prior to 3-2-05	10%						
13	TOTALS							
14	30% of line 13, Column A							
Line 15 must be the greater of Line 13, Column B or Line 14 [see 50 IAC 4.2-4-9]								
15	Total True Tax Value (TTV) of Depreciable Personal Property (to Summary on Form 103-SR)							

Election to report cost of depreciable assets by federal tax year.

☐ Yes ☐ No

Election available only when federal tax year ends December 31 or January 31 [see 50 IAC 4.2-4-6(c)].

If taxpayer elects to report cost above on federal tax year basis, assets acquired from the prior federal tax year end to March 1 are to be reported on the first line of the appropriate pool.



INFORMATION RETURN OF NOT OWNED PERSONAL PROPERTY

State Form 23000 (R7 / 12-11)

Prescribed by Department of Local Government Finance

FORM 103 - N SCHEDULE 1

PRIVACY NOTICE

The records in this series are
confidential according to IC
6-1.1-35-9.

MARCH 1, 20____

For Assessor's use only

INSTRUCTIONS: Attach to and file with Form 102 or 103.

Name of person in possession of property (please type or print)	County
Address (number and street, city, state, and ZIP code)	DLGF taxing district number

Report all personal property held, possessed or controlled on March 1 of the current assessment year, in Schedule I or Schedule II.

SCHEDULE I - ASSESSED TO OWNER ON FORM 102 OR 103

Information return of all personal property which was held, possessed or controlled by this taxpayer but owned and reported for assessment on Form 102 or 103 as of March 1 of the current assessment year by the OWNER. (If Special Tools report on Form 103-T) (See 50 IAC 4.2-2-4 and 5; and 50 IAC 4.2-8-3 and 4)

NAME AND ADDRESS OF OWNER	LOCATION OF PROPERTY	DATE OF LEASE	MODEL NUMBER AND DESCRIPTION	QUANTITY	COST (If Known)

Schedule I includes, but is not limited to, the reporting of:

Returnable Containers; Operating Leases; and all other property held,
possessed or controlled by this taxpayer but owned by another person.

TOTAL

Excluded from Schedule I is:

Personal property subject to Capital Lease - See Schedule II.
Special Tools - See Form 103-T

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FORM 103-N	SCHEDULE II	MARCH 1, 20 _____
Name of person in possession of property (please type or print)		County
Address (number and street, city, state, and ZIP code)		DLGF taxing district number

Report all personal property held, possessed or controlled on March 1 of the current assessment year, in Schedule I or Schedule II.

TO BE ASSESSED AS A CAPITAL LEASE to person holding, possessing or controlling property.
Information return of all personal property which was held, possessed or controlled and reported for assessment on Form 102 or 103 as of March 1 of the current assessment year by this taxpayer but owned by another person. (If Special Tools report on Form 103-T) (See 50 IAC 4.2-2-4 and 5; and 50 IAC 4.2-8-3 and 4)

TO BE ASSESSED AS A CAPITAL LEASE TO PERSON IN POSSESSION OF PROPERTY					
NAME AND ADDRESS OF OWNER	LOCATION OF PROPERTY	DATE OF LEASE	MODEL NUMBER AND DESCRIPTION	LINE NO. REPORTED 102 OR 103	COST PER 50 IAC 4.2

Schedule II includes personal property subject to Capital Lease only.

TOTAL	20
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**NOTICE OF ASSESSMENT / CHANGE
(By An Assessing Official)**

State Form 21521 (R7 / 10-10)

Prescribed by the Department of Local Government Finance

FORM 113 / PPASSESSMENT DATE
MARCH 1, 20____

Notice to the taxpayer of the Opportunity to Appeal (IC 6-1.1-15-1):

If a taxpayer does not agree with the action of the assessing official giving this notice, the County Property Tax Assessment Board of Appeals will review that action if you file a notice in writing with the Township Assessor (if any) or the County Assessor within forty-five (45) days of the mailing of this notice. This written notice should include the name of the taxpayer, the address of the property, the key number or the parcel number of the property, the address of the taxpayer (if different from the property address), and the telephone number of the taxpayer. An appeal of this assessed value requires evidence relevant to the value of the taxpayer's property as of the assessment date.

Name of taxpayer

Address (number and street, city, state, and ZIP code)

You are hereby notified that the undersigned assessing official has taken the action described below with regard to the following property:**LOCATION OF PROPERTY**

County

Township

Taxing district

Address where property is located (number and street, city, and ZIP code)

DESCRIPTION OF PROPERTY

- ☐ Farmer's Personal Property (Form 102) ☐ Business Personal Property (Form 103) ☐ Public Utility Company (Form 1) (deductions only)

ACTION

- ☐ Assessed value before deductions has been changed from \$ _____ to \$ _____.
- ☐ Assessed value of a deduction was changed from \$ _____ to \$ _____.
- ☐ Failure to file required assessment return. Assessment has been estimated to be \$ _____.
- ☐ Other (explain) _____

REASON(S) FOR ACTION

- ☐ Failure to file required assessment return. You have the right to file an assessment return within 30 days of the first notice. (IC 6-1.1-3-15)
- ☐ Mathematical error (describe below) ☐ Omitted property (describe below)
- ☐ Mandatory or allowable adjustment not properly computed or disallowed: (describe and state below)
- ☐ Abnormal obsolescence adjustment disallowed [be sure to specify reason(s)]
- ☐ Exemption disallowed (describe and give reasons): ☐ In-whole ☐ In-part
- ☐ Industrial waste control equipment not certified by ☐ Air pollution control equipment not qualified
Department of Environmental Management
- ☐ Other _____

Description or reasons (attach additional sheet if necessary)

Date of this notice (month, day, year)

Name (please print)

Telephone number
()

Title

Signature

Address (number and street, city, state, and ZIP code)